



**MINUTES**  
**Rate Structure Work Group Meeting**  
**Tuesday June 21, 2022 / 10:00AM - 12:00PM**  
**Held via: Zoom Webinar**

**Attendance:** Laurie Vachon, BDS Facilitator; Jen Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Abby Conger, BDS; Drew Smith, A&M; Krista Stephani, Myers and Stauffer; Lesley Beerends, Myers and Stauffer; Jacquelyn George, Myers and Stauffer; Kim Shottes, ED Plus Company; Martin McNamara, Optumas; Ellen McCahon, ED CSNI; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Kara Nickulas, CMCC; Alecia Ortiz, A&M; Stacey Rosenzweig, A&M; Susan Silsby, Easter Seals

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.*

Topic	Key Takeaways & Action Items
Reminder on logistics for feedback	<p><u>Overview</u></p> <ul style="list-style-type: none"> <li>Myers and Stauffer (MSLC) encouraged feedback between Work Groups. To date, they have received feedback from three members outside of Work Group sessions.</li> <li>Feedback is due to MSLC no later than Friday, June 27 to update cost report with information as received.</li> <li>Feedback is critical to help us have the best product for beta test.</li> </ul>
Continue Discussion on Cost Report Schedules	<p><u>Expenses Worksheet</u></p> <ul style="list-style-type: none"> <li>MSLC is asking for Area Agencies (AA's) and provider vendors to take their trial balance, general ledger, or statement and enter total expenses in column D, aligning with the cost centers included in the report.</li> <li>There are some items in the Expenses worksheet that will flow for other worksheets. <ul style="list-style-type: none"> <li>AA's will put administration staffing in the administration staffing worksheet.</li> <li>Provider vendors can enter in dollar amounts for administration wages.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Direct Hands on wages will come from the direct support worksheet.</li> <li>• A darker blue cell means data is coming from a different worksheet or is calculated with a formula. A light blue cell indicates information should be directly entered.</li> <li>• Indirect Program Related Wages and Contracted Staff are on the expenses tab.</li> <li>• The Taxes/Benefits section is looking for total overall expenditures on taxes and benefits. <ul style="list-style-type: none"> <li>○ Taxes and benefits will allocate based on wages for direct staff</li> </ul> </li> <li>• Program Related Expenses (PRE): MSLC expects for expenses related to different services to be reported here.</li> <li>• Room and Board expenses: This section is related to client living space. This is to capture non-reimbursable waiver expenses. MSLC anticipates this only will be related to staffed residential service.</li> <li>• Non-payroll admin expenses: Includes things like accounting, bank and finance charges, postage.</li> <li>• Non-reimbursable expenses: Not reimbursable through Medicaid or waiver. This section is needed to ensure these non-reimbursable activities are excluded from the rate methodology.</li> <li>• Total expenses will calculate a variant if information does not tie to the financial information provided by an AA or a provider vendor. <ul style="list-style-type: none"> <li>○ If there is a variance not within a tolerable level, an error will display.</li> </ul> </li> <li>• Column E: Directly assigns program expenses. <ul style="list-style-type: none"> <li>○ When Indirect Program Related Expense totals are left blank, they will allocate based on direct wages.</li> <li>○ Wages submitted in direct support worksheet will allocate on the expenses tab into the appropriate columns.</li> <li>○ If an AA or provider vendor prefers to directly allocate expenses, that option is available. If it doesn't tie to the amount in the total column, an error will occur.</li> </ul> </li> <li>• Overall administrative expenses will allocate based on all other allowable expenses. This will allow MSLC to derive a total of all allocated expenses by service.</li> <li>• Certain columns will hide/unhide based on services selected on the services tab. <ul style="list-style-type: none"> <li>○ As an example, if you selected that you are an AA you will have FMS, DAADs, and eligibility related expenses.</li> </ul> </li> </ul>
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- MSLC needs to ensure the descriptions and information provided on the Expenses schedule are common within an AA or provider vendor. MSLC does have the capacity to populate specific expenses, but AA's or provider vendors think of something specific, please notify MSLC.

- All information icons will be populated.

#### **Workgroup Discussion- Expenses Worksheet**

- What is the difference between this worksheet and all of the service worksheets?
  - MSLC response: All service specific worksheets have to do with service provision and how the service is done and it's not specific to trial balance expenses. The expenses tab is the only place that should really tie to a trial balance.
- What about IT? We have an IT department and they are huge.
  - MSLC response: For IT staffing put them in administrative staffing worksheet. If it is program related, report the expense in the indirect care related wages and contracted staff section.
- In the future, how will additional expenses related to EVV implementation and provider direct billing be calculated? Is this being considered?
  - MSLC Response: This is being discussed for how things will be done in the future.
- Are nursing services also on this tab?
  - MSLC Response: Yes, nursing services also go on the expenses tab.

#### **Training and Turnover**

- One of the last meetings MSLC heard a need to break out training and turnover by service.
- MSLC also heard a need to have a section dedicated to additional training hours that are sometimes done for individuals with BH and medical needs and additional training that is done for certain staff/services.
  - As such, MSLC has broken out training and turnover into its own sheet by service.

#### **Workgroup Discussion- Training and Turnover**

- What is required training in first and subsequent years. Will this be regulatory required training
  - MSLC Response: If an agency had required training by service than this should be included.

- Regulations include required training that staff have to do but agencies also do different things like med admin:
  - MSLC Response: We will clarify that required training is both agency required and regulatory training.
- MSLC Question: If someone does job training is this agency required?
  - Attendee Response: This would be agency-specific. Specific detail is probably needed so that we don't muddy the waters between required and additional training hours.

#### **Enhanced Family Care (EFC)**

- As part of a previous discussion, MSLC had not talked about training expenses, recruitment for home care (HC) providers.
- As a result of those discussions, MSLC added two new sections to try and get some information.
  - The new wording may need to change, and they may not all apply.
  - Added a recruitment, certification, placement, and initial training section; and
  - Supervision, training, and supports for contracted home care providers.

#### **Workgroup Discussion- EFC**

- MSLC Question: Is everything we have here needed?
  - Attendee feedback: Vendor agencies spend a lot of time shadowing other HC providers, or even to just start placing someone in EFC placements. If we need to be capturing this, we should be.
  - Attendee feedback: Startup costs. Because of their available resources, some agencies support the individual to live in their new homes (moving costs).
- Where does the coordination for all of the EFC activities take place?
  - MSLC Response: As far as supervisor wages, it gets placed on the expenses worksheet.
- On call services as well as recruitment and training of respite providers. These are secondary providers when the HC provider is taking a break. This is not respite the service but AA's and provider vendors budget for a number of days for the HC provider to take off.
  - MSLC needs to confirm where this should be reported.

	<ul style="list-style-type: none"> <li>• Certain provider vendors pay a respite provider directly, and if they don't use all of it, the balance is provided to the provider. Some agencies pay the respite provider directly.</li> <li>• Some AA's and provider vendors also have 24/7 on-call. <ul style="list-style-type: none"> <li>○ Whoever is on call they get paid an additional stipend; some have services and on-call employee. It may be better to separate it.</li> <li>○ We would need two separate lines b/c of contract v. regular staff.</li> <li>○ MSLC will need to discuss how to appropriately capture on-call wages more.</li> </ul> </li> <li>• Job shadowing: MSLC is interpreting job shadowing as separate from the information already in the supervision section. Is the job shadowing additional or does one of the tasks under supervision need to be specific? <ul style="list-style-type: none"> <li>○ A Work Group Member reported that it is client specific.</li> </ul> </li> </ul>
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